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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

FROM : Deputy Director of Training (General)

SUBJECT: Weekly Summary Report

DATE: 26 September 1952

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2. The Office of Communications placed a request with the Chief, Orientation and Briefing Division [REDACTED] to present a special briefing for Communications personnel dealing with the mission of the Agency as pertains to the specialized work of the Communications Office. The briefing was held at the [REDACTED]

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3. The Chief of the Orientation and Briefing Division held a briefing for the area specialists in the Western European Division, F.I. The subject dealt with the recent trip to Europe of [REDACTED]. Material covered had to do with certain operational observations made by [REDACTED] during his recent tour.

4. The Office of Operations has requested the Chief of the Orientation and Briefing Division to permit 17 junior field officers to attend the Indoctrination Program on 6 October.

5. During the week 75 students have enrolled in the Office of Training Reading Improvement Laboratory. Of this number, 16 students are from the Department of State.

6. An initial briefing meeting for all Evaluations Officers in the DDP offices was held on Wednesday. This meeting inaugurated the training program for all supervisors in the DDP offices in the use of the Personnel Evaluation Report. Training meetings for groups of supervisors in these offices will commence on Monday, 29 September, and should be completed well before the end of October.

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7. By the end of this week, the training of supervisors in the use of the Personnel Evaluation Report will have been completed in the DDI, DDA, and Communications offices.

8. Plans for training supervisors overseas in the use of the Personnel Evaluation Report are now being considered. Basic policy regarding the evaluation program overseas is presently being worked out by the Personnel Division (Covert) and by representatives in [REDACTED] office.

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9. During the week ending 26 September, 46 requests for language training outside the Agency were approved. In addition, a combined total of 142 students is presently enrolled in the introductory and self-study courses in the Office of Training Language Center and the Laboratory was used for a total of 309 student hours.

10. As of 26 September, 481 personnel are enrolled in TR(G) training courses.



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cc - TR(G) Division and Staff Chiefs

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